

PD policy for 2008-09

Clerks:

New	No PD plan; <i>Introduction to AERIN (AERIN Training for New Users)</i> ; NRS online course, <i>NRS Data Flow</i>
1 year +	No PD plan; No PD required

Instructor Aides:

New with < 20 hrs	No PD plan; <i>Orientation to Adult Education</i> online course (first 30 days and before assuming duties); complete one additional PDU activity determined by the program director or PD supervisor
New with 20+hrs	<p>PD plan by October 1</p> <ol style="list-style-type: none">1. <i>Orientation to Adult Education</i> online course (first 30 days and before assuming duties)2. <i>Introduction to TABE and Diagnostic Tools</i>3. <i>Bridges to Practice</i> (Day One only)4. <i>Effective Instructional Strategies</i> (if w/o teaching certification) and5. <i>Foundations in Math Instruction or Foundations in Reading and Writing Instruction</i> <p>Complete and send in the <u><i>Checklist for New Program Directors, Instructors and Instructor Aides</i></u></p>
Experienced with <20 hrs	No PD plan; 2 PDUs determined by the program director or PD supervisor
Experienced with 20+ hrs	PD plan by October 1; 8 PDUs selected from PDtrack

Instructors

New with <20 hrs	No PD plan; <i>Orientation to Adult Education</i> online course (first 30 days and before assuming duties); and one additional PDU activity determined by the program director or PD supervisor and selected from PDtrack
New with 20+ hrs	<p>PD plan by October 1</p> <ol style="list-style-type: none">1. <i>Orientation to Adult Education</i> online course (first 30 days and before assuming duties)2. <i>Introduction to TABE and Diagnostic Tools</i>3. <i>Bridges to Practice</i> (Day One only)4. <i>Effective Instructional Strategies</i> (if w/o teaching certification) and5. <i>Foundations in Math Instruction</i> or <i>Foundations in Reading and Writing Instruction</i>. <p>Complete and send <i>in</i> <u>Checklist for New Program DADirectors, Instructors and Instructor Aides</u></p>
Experienced with <20 hrs	No PD plan; 2 PDUs determined by program director or PD supervisor and selected from PDtrack
Experienced with 20+ hrs	<p>PD plan by Oct. 1; 8 PDUs including one of the following:</p> <ol style="list-style-type: none">1. <i>Effective Instructional Strategies</i>2. <i>Foundations in Family Literacy</i>3. <i>Foundation in Reading and Writing Instruction</i>4. <i>Reading Diagnostics (ADRI and ARCS)</i>5. <i>Instructional Strategies for Struggling Reader (Grade Equivalency 3.9 or below)</i>6. <i>Instructional Strategies for Struggling Reader (Grade Equivalency 4.0 to 8.9)</i>7. <i>Study Circle on Reading Research</i>8. <i>Writing Institute</i>9. <i>Leadership Excellence Academy, year one and two</i>10. KYAE self-directed activities:<ol style="list-style-type: none">a. Publish an article in <i>PD Connections</i>

- b. Publish an instructional journal article or an article in *Focus on Basics*
- c. Present a session at a national conference
- d. Complete a graduate or undergraduate college course in content area
- e. Develop and evaluate curriculum (must have both prior and final approval by KYAE)
- f. Serve as a KYAE-approved resource coach
- g. KYAE-approved or sponsored action research project
- h. KYAE trainer

Program Directors

New with <20 hrs

No PD plan;

1. *Orientation to Adult Education* online course (first 30 days and before assuming duties)
2. *Program Directors Fall Institute*, including the *New Program Directors Orientation* pre-conference session
3. NRS online (modules): *What is NRS; Data Quality Guide Training Courses; NRS Data Flow; Using NRS Data; Scenarios* (extended courses for local administrators); and *Data Use Training Guide Course*

New with 20+ hrs

PD plan by Oct. 1

1. *Orientation to Adult Education* online course (first 30 days and before assuming duties)
2. *Program Directors Fall Institute*, including the *New Program Directors Orientation* pre-conference session
3. NRS online (modules): *What is NRS; Data Quality Guide Training Courses; NRS Data Flow; Using NRS Data; Scenarios* (extended courses for local administrators); and *Data Use Training Guide Course*
4. *Introduction to TABE and Diagnostic Tools*
5. *Bridges to Practice* (Day One only)

Complete and send in Checklist for New Program Directors, Instructors and Instructor Aides

Experience with <20 hrs

No PD plan; *Program Directors Fall Institute*; one other PDU selected from PDtrack

Experienced with 20+ hrs PD plan by Oct. 1; ***Program Directors Fall Institute***; 7 other PDUs selected from PDtrack

Substitutes

Substitutes and staff working less than 50 hours per year have no PD requirement.

Program PD

Required Have at least one current staff trained at ***Administering the GED Official Practice Test*** and ***Introduction to TABE and Diagnostic Tools***.

Strongly Recommended Have at least one **current** staff trained in the following:

1. ***Bridges to Practice 1 and 2***
2. ***Foundations in Family Literacy*** (for those programs offering family literacy)
3. ***Instructional Strategies for the Struggling Reader (Grade Equivalent 3.9 or below)*** or ***Instructional Strategies for the Struggling Reader (Grade Equivalent 4.0 – 8.9)***
4. ***Writing Institute***
5. ***Math Refresher Workshop: Strategies Best Practices for the Adult Learner***
6. ***Using the Casio fx-260 Calculator***
7. ***Learning Stations for Math Instruction***
8. ***BEST Plus Implementation Training or CASAS Implementation Training***
9. ***Effective Instructional Strategies***
10. Health Literacy
11. KYAE's software applications trainings offered periodically: ***AERIN, PDtrack, WorkKeys Test Administration***. Adult educators using ***PLATO*** and ***WIN*** must be trained by a KYAE-approved trainer
12. Other software applications trainings not offered by KYAE but available online: ***Microsoft Word, EXCEL*** and e-mail.

General

- ✓ This PD calendar year is from July 1, 2008 to May 31, 2009. Activities that take place in June 2009 will count toward the next fiscal year.
- ✓ Self-directed activities need to be completed by May 1, 2009. Program directors have the month of May to mark SDAs as complete on PDtrack.
- ✓ KYAE recommends that program directors, instructors and instructor aides who do not complete the yearly PD requirements should not be rehired for the following year.

Allowable Costs for Use of Professional Development Funds

Local providers shall comply with the travel policy of their fiscal agent. Fiscal agents without a formalized travel policy shall use the [state travel policy](#).

Professional development (PD) funds are to be used for:

- KYAE-approved in-state events that award Professional Development Units (PDUs).
- KYAE-sponsored meetings or events.
- Regional meetings called by Regional Program Support Associates. (PDUs are **not** awarded for regional meetings.)
- Fees for approved online courses listed in the PD e-Handbook.
- Salaries for staff attending PD activities.
- College Tuition Reimbursement
 - Up to \$500 per semester per staff member may be paid from professional development funds. Reimbursement is for college tuition only in programs and courses related to the staff person's job assignment. For an undergraduate course, the staff member must earn a letter grade of C or better. For a graduate course, the staff member must earn a letter grade of B or better.
 - KYAE College tuition reimbursement is available for staff not eligible for employer or fiscal agent tuition assistance.
 - To receive reimbursement for tuition, the staff member must receive approval from their program director in writing, including the name of the institution, the degree program, the course title and credit hours and the tuition amount. The program director will indicate approval or disapproval, place the original in the staff person's personnel file, and forward a copy of an approved request to the KYAE Senior Associate for Professional Development. At the conclusion of the course, a invoice for professional development funds reimbursement is submitted to KYAE along with a copy of the transcript showing completion of the course at the grade levels listed above. A copy of the transcript must also be filed in the staff personnel file.

KYAE funds are to be used for actual costs of registration, not to include memberships. Meals covered by registration fees are not reimbursable.

Out-of-state travel

PD, administrative or performance funding may be used to attend recognized out-of-state conferences (listed in PD e-Handbook); however, no more than two persons per county program may attend the same out-of-state conference at one time. An individual is allowed to use KYAE PD funds to attend only one out-of-state conference per year. Justifiable deviations from this policy will be considered on an individual program basis. For approval to send more than two people per program to the same out-of-state conference, the [KYAE Out-of-State Request Form](#) must be completed.

Travel outside of the contiguous United States is not an allowable cost.

Non-Allowable Costs

Other non-allowable costs include, but are not limited to:

- Substitute instructors covering classrooms. (Substitutes may be paid from instructional funds.)
- Routine duties of staff, including but not limited to, meeting with students, attending staff meetings, or other duties not associated with professional development.
- Membership dues for professional organizations.